

SIS2000+ Training Manual

District Setup

Define Schools within the District

Using the School Editor

Using the SE (Speede Express) School Editor

Can only be done at the District level.

Purpose

Each school within the district, as well as the District Office, needs to be defined, using the School Editor, to enable SIS 2000+ to recognize each location.

In addition, outside schools from which students may transfer, or to which a school may need to send data, need to be defined using the SE (Speede Express) School Editor.

Objectives

Add, Edit & Delete Schools

Add campus locations by school

Access the School Editor

1. Click on **System**.
2. Click on **School Editor**.

The School Editor

Tasks

Note:

To add schools, users must be logged into the District Office.

Open the School Editor

Find a school

List

VCR buttons

Edit a school

Edit any information (telephone number, address, etc.)

Click the **Save** button to save the change(s).

Note the difference between gray and white backgrounds.

Claremont Unified School Dist. - School Editor

File Help Date: 05/05/1998

School Name Anderson School Code ande D.O. Site ☐

School Year 1998 Speede Express Code ande

Address 1288 Eastview Blvd.

City Vacouver State WA Zip 99999-9999

Phone (302) 555-1234 Principal Michael Franks

District Claremont Unified School Dist. Building A-24

Email [Campus Locations](#)

URL

School Type Elementary School Take Monthly Attendance ☒

Low Grade Kindergarten High Grade Sixth

Promotion Grade Sixth Default Track Code T

Server Site STU New Year Init Process ☐

Navigation buttons: Left arrow, Double left arrow, Print, Find, List, Delete, Edit, Add, Save, Quit, Double right arrow, Right arrow.

Add a school

Note:

Districts need to create a record for every school within the district as well as a record for the district office itself.

Create a record for the new school.

School Name, **School Year**, **School Code** and **Speede Express Code** are required fields. **Low Grade** and **High Grade** fields are also necessary, as they effect the other applications.

The **D.O. Site** box must be checked off when adding a District Office record to the School Editor.

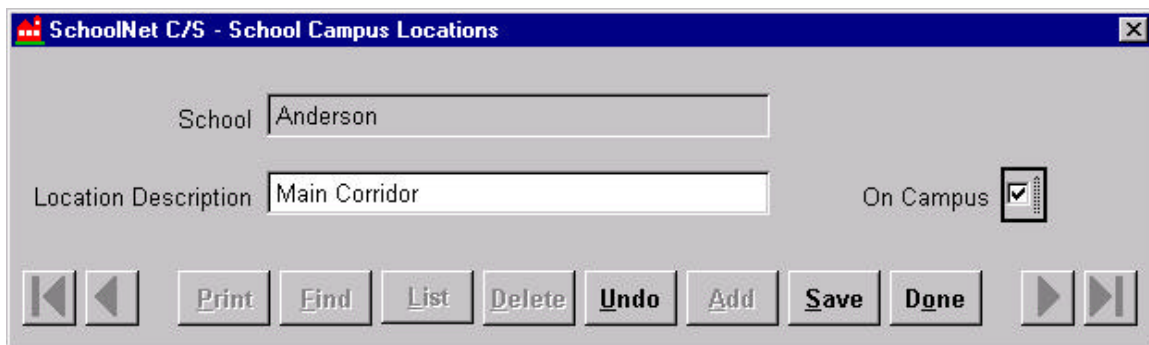
The **School Year** is that of the next graduation year.

Indicate whether your school district reports attendance with the **Take Monthly Attendance** checkbox. If this box is checked the field titled "Months Per Year" will appear in the Track Editor. This permits the user to enter the number of months that attendance is reported to the state.

Save the entry.

Campus Locations

Campus Locations are used for recording the location of discipline or behavior incidents.



Adding a Campus Location

Examples of "On Campus" locations may include "Classroom", "Boy/Girl's Restroom," or "Hallway". An example of a location for which you would not use the "On Campus" flag is the "School Bus".

Delete a school

Select a school for deletion.
Click the **Delete** button.

SE School Editor

Open the SE School Editor

Note:

Schools are automatically created in the SE School Editor when they are created through the School Editor.

Find a school

List
VCR buttons

Edit a school

Edit any information (telephone number, address, etc.)
Click the **Save** button to save the change(s).
Note the difference between gray and white backgrounds.

Claremont Unified School Dist. - SE School Editor

File Help Date: 04/28/1998

Site Information EDI Transport Information

Speede Express Code 222-456

School Name Camden Jr. High

Address 123 Indian Hill Blvd

City Claremont St CA Zip -

County Country

Phone () - Fax

School Type District Code -

Email To

Email From

Navigation buttons: List, Delete, Edit, Add, Save, Quit, and navigation arrows.

SE School Editor

Add a school

Create a record for the new school.

School Name and **Speede Express Code** are required fields.

Save the entry.

Note:

Your school may wish to add schools that are out of the district or state, such as that of a transfer student, in order to keep track of student history. You may choose to create a separate record for each school or create generic school records such as "Out of District" or "Out of State."

Delete a school

Select a school for deletion.

Click the **Delete** button.

Questions

Claremont High School - School Editor

File Help Date: 08/03/1998

School Name: Claremont Unified School Dist. School Code: cusc D.O. Site: ☒

School Year: 1998 Speede Express Code: cusc

Address: 2080 North Mountain Avenue

City: Claremont State: CA Zip: 91711-

Phone: (909) 398-0654 Principal:

District: Claremont Unified School Dist. Building:

Email: Campus Locations

URL:

School Type: Elementary School Take Monthly Attendance: ☒

Low Grade: Kindergarten High Grade:

Promotion Grade: Default Track Code: T

Server Site: pbenskin New Year Init Process: ☒

Print Find List Delete Edit Add Save Quit

Why is there no "Add" button on this screen?

Why would the system block you from deleting a school?

Do you need to add, by hand, schools from within the district through SE School Editor?

What else needs to be added through SE School Editor?